

Administrative Rule 9.06.04

SUBJECT: OUT-OF-SERVICE FIRE ALARM, STANDPIPE, FIRE SPRINKLER AND EMERGENCY ALARM SYSTEMS	EFFECTIVE DATE: August 20, 2004
REFERENCES: 2003 SFC 107.1 2003 SFC 901.6 2003 SFC 901.7 2003 SFC 1404.5 2003 SFC 110.1 NFPA 72, 1999 Edition Administrative Rule 26.01.04 Administrative Rule 9.07.04	SUPERSEDES: Administrative Rule 10.6 Out-of Service Fire Alarm, Standpipe, Fire Sprinkler and Emergency Alarm Systems, 2003 FCAB REVIEW DATE: August 17, 2004
NOTICE: Notice: Administrative Rules are established per 2003 Seattle Fire Code Section 104.1, and they are subject to the Administrative Sections 104.9 Alternate Materials and Methods, Section 104.8 Modifications, and Section 108.1 Appeals.	APPROVED: _____ JOHN H. NELSEN, FIRE MARSHAL

SCOPE

This Administrative Rule specifies requirements for fire department notification and fire watch when building fire alarm systems, standpipes, fire sprinkler systems, and/or hazardous material emergency alarms are out-of-service for reasons other than scheduled maintenance and testing. This rule also specifies requirements for fire department notification and fire watch when scheduled maintenance or testing places any of the fire protection systems listed above out-of-service for more than 24 hours.

GENERAL

In the interest of life safety, immediate notification to the fire department is required for out-of-service fire alarms, standpipes, fire sprinkler systems, and hazardous materials emergency alarms.

Exception: Systems listed above out-of-service for less than 24 hours for scheduled maintenance or testing.

For specified occupancy groups, a fire watch is also required when the affected building is occupied.

DEFINITIONS

For the purpose of this rule, Fire Watch and Emergency Alarm are defined as follows:

FIRE WATCH is a temporary measure for the purpose of detecting early signs of unwanted fire or hazardous material emergency, raising an alarm and notifying the fire department.

EMERGENCY ALARM is an alarm required by the building or fire code to alert occupants of an emergency situation involving hazardous materials.

REQUIREMENTS

Responsibilities of Building Owner or Occupant

For all occupancy groups, the building owner, owner's designee, or occupant shall:

1. Notify the Fire Department immediately at the **designated telephone 24-hour reporting line** of the following occurrences resulting from other than scheduled maintenance or testing:

- Out-of-service fire alarm. SFC 901.6
- Out-of-service standpipe. SFC 901.6
- Out-of-service fire sprinkler system. SFC 901.6
- Building fire protection system in which a supervisory or trouble signal has been transmitted for a period exceeding eight hours. NFPA 72, 1999 Edition
- Out-of-service emergency alarm. SFC 901.6

Note: For scheduled testing and maintenance placing any of the above systems out-of-service exceeding 24 continuous hours, notification to the Fire Department is immediately required to the designated telephone 24-hour reporting line.

2. According to building occupancy type, take measures to ensure a fire watch is being conducted in accordance with this rule.
3. Provide notification to building occupants of any out-of-service fire alarm, fire sprinkler or emergency alarm system, and notification when restored to service.
4. Notify the Fire Department at the designated 24-hour reporting number when the out-of-service system is restored in full.

The telephone number for the designated 24-hour Seattle Fire Department reporting line is 206-233-7219.

Information to be provided to the Fire Department on the reporting line includes the following:

1. Name and phone number of person reporting the information.
2. The nature of the problem or out-of-service system being reported and the estimated time before it will be back in full service.
3. The name and address of the building affected.
4. The name of the building owner, or occupant and their phone number, if known.

FIRE WATCH REQUIREMENTS BY OCCUPANCY TYPE AND OCCUPANT LOAD

Group/Division	Description
A	Assemblies where the posted occupant load is 50 or greater.
R-1, R-2, and R-4	Hotels, apartments and congregate residences.
I	Nursing homes, hospitals, health care facilities providing care which render patients incapable of self-preservation without assistance, jails.
E	Schools through the 12 th grade, day care centers, preschools, and day treatment centers.

For out-of-service fire alarm, standpipe, fire sprinkler system or emergency alarm in the above Occupancy Groups **when occupied**, Fire Watch shall be required as follows:

1. A designated fire watch shall continuously patrol all areas of the building where the fire protection system is out-of-service at a frequency not to exceed 15 minutes.
Point of Information: For residential occupancies, fire watch patrol is limited to the building common areas and building facilities such as laundry, maintenance, and storage areas. Fire watch patrol is not expected to enter private apartment or hotel units.
2. Persons performing fire watch shall be provided with an immediately accessible means of providing notification to the Fire Department (e.g. cellular telephone, land-line telephone, two-way radio to continuously staffed position).
3. A fire watch log shall be maintained at the occupancy and must be available for viewing by the Seattle Fire Department at all times during the fire watch. The log shall contain the following:
 - Address of the facility under fire watch
 - Description of fire watch duties (e.g. patrol route, frequency of patrol, location of telephone or cellular phone to notify Fire Department)
 - Running log of person conducting patrol, including name, starting and ending time of patrol shift, and signature
 - Record of any communication to the Fire Department and/or fire protection system monitoring company. See page 4 for sample log.
4. In a mixed-use occupancy, if any portion of the affected building contains an occupancy group listed above which is occupied, fire watch requirements shall apply.
Example: A four story residential occupancy is located above a retail store (M occupancy). In the process of conducting tenant improvement to the M occupancy, the fire alarm in the retail store is placed out-of-service. If a fire occurred in the M occupancy, residents in the above R occupancy would not receive notification of the fire. Therefore, a fire watch is required. If you have questions regarding fire watch in a mixed-use occupancy, contact the Seattle Fire Department Confidence Testing Unit at 206-386-1351.

Note: Persons performing as a designated fire watch in occupied Group R-1, R-2, R-4, A, I and E Occupancies may not perform other duties while serving as a fire watch.

FIRE WATCH GROUPS REQUIREMENTS IN SPECIFIED B, M, H, F AND S OCCUPANCY

Group/Division	Description
B	Offices. Eating and drinking establishments with occupant load of <50.
M	Stores accessible to the public
H	Occupancies containing hazardous materials
F-1	Moderate Hazard factory and industrial occupancies.
S	Buildings occupied for storage uses.

For out-of-service fire alarm, standpipe, fire sprinkler or emergency alarm systems in occupied Group B, M, H, F-1 and S Occupancy Groups, **when occupied**, fire watch requirements shall be as follows:

1. During the hours the building is occupied, building occupants performing their regular duties, including construction workers, may act as a fire watch in lieu of a designated fire watch.
2. During the process of remodel or phased -in occupancy, when fire alarm, standpipes, fire sprinkler systems or emergency alarms are out-of-service, a dedicated fire watch must be

specified to continually check floors on which there are no occupants. Example: During remodel, if construction workers leave a floor vacant during lunch, a fire watch must be established to patrol the unoccupied floor. (During the period the construction workers are in the construction area, a designated fire watch is not required.)

Point of Information Fire watch shall be provided in accordance with Seattle Fire Code 2604.2 for hot-work activities and shall continue for a minimum of 30 minutes after the conclusion of the work. The fire code official is authorized to extend the fire watch based on the hazards or work being performed.

3. Persons serving as a dedicated fire watch shall be provided with an immediately accessible means of providing notification to the Fire Department (e.g. cellular telephone, land-line telephone, two-way radio to continuously staffed position).
4. When a dedicated fire watch is required, a fire watch log shall be maintained at the occupancy and must be available for viewing by the Seattle Fire Department at all times during the fire watch. The log shall contain the following:
 - Address of the facility under fire watch.
 - Description of fire watch duties (e.g. patrol route, frequency of patrol, location of telephone or cellular phone to notify Fire Department)
 - Running log of person conducting patrol, including name, starting and ending time of patrol shift, and signature
 - Record of any communication to the Fire Department and/or fire protection system monitoring company.

FIRE LOG – EXAMPLE

Crestwell Arms Apartment Building
12345 Main Street, Seattle WA

Fire Alarm – Out of Service – Fire Department notified 4-23-02 via direct reporting line.

Fire Watch Patrol Route: Begin in basement, laundry, storage and recreation area. Move to Lobby and through hallways, floors one through four. Repeat at intervals not to exceed 15 minutes. Use cell phone provided for Fire Department notification.

Tuesday, April 23, 2002

Date	Name	Firewatch Shift Start	Firewatch Shift End	Comments	Signature
4-23-02	Jane Doe	11:42 pm	2:00 am		
4-24-02	Jack Smith	2:00 am	6:00 am		
4-24-02	Ted Hall	6:00 am	10:00 am		
4-24-02	Jack Smith	10:00 am	10:30 am	Repair Completed at 10:30 am by ABC Alarm Company. Fire Department notified.	

FOR ALL OCCUPANCY CLASSIFICATIONS – REQUIREMENTS ESSENTIAL FOR PUBLIC SAFETY

This administrative rule does not preclude the requirements of Seattle Fire Code, Section 102.8 which provides that requirements essential for public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, may be determined by the fire code official. Additional safeguards, including firewatch requirements, may be enacted by the fire code official under this provision.